



## **TVCS D Board of Director's Meeting Agenda**

**Date: Wednesday, April 13, 2016, 7 – 9 pm**

**Location: Tomales Town Hall, Tomales, California 94971**

### **I. Call To Order**

**II. Open Communication** Time for community members and visitors to bring up items they wish to discuss and items that do not appear on the agenda. Added items will be included under Other Business.

### **III. Approval of April 13, 2016 BOD Agenda Action**

### **IV: Approval of March 9, 2016 Minutes Action**

### **V. Financial Report (Melinda Bell)**

- a. Accept Check Registers and Approve Expenditures Action
- b. Financial Manager's Report
- c. Review and Approve Financial Statements Action

### **VI. General Manager's Report**

### **VII. Phillips & Associates Report**

- a. Review reports for February 2016

### **VIII. Committee Reports**

- a. Financial Advisory Committee (FAC)
  - 1. Review approved March 16, 2016 minutes
  - 2. Review Draft 2016/2017 Sewer Budget Action
- b. Park Advisory Committee (PAC)
  - 1. Review Draft 2016/2017 Measure A Work Plan Action
  - 2. Q & A Kevin Wright, Measure A Coordinator
  - 3. Review March 28, 2016 minutes
  - 4. Review Draft 2016/2017 Park Budget Action

### **IX. Pending Business**

### **X. Other Business**

### **XI. New Business**

- a. Board of Directors Commitment to Good Service Agreement handout
- b. May 4<sup>th</sup>, 2016 Candidates Forum for County Supervisor (Dance Palace 6-9 pm). Identify questions/who will attend?
- c. Newsletter update
- d. Discuss idea adding Board Member reports

### **XII. Correspondence**

### **XIII. Adjournment**

**TVCS D MISSION STATEMENT:** *Enhance quality of life, with commitment to the health of the community, by providing dependable wastewater collection, treatment and reuse in an environmentally friendly manner; maintaining safe and reliable recreational park facilities while providing a welcoming forum for active community participation and input.*

*The agenda and supporting documents can be accessed on the TVCS D website 72 hours prior to the meeting.  
Anyone requesting disability related accommodations may contact the district office 72 hours prior to the meeting.*

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Board of Directors:

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questions/who will go?

c. Newsletter update

d. Discuss idea adding Board Member reports

## **XII. Correspondence**

## **XIII. Adjournment**

**TVCSO MISSION STATEMENT:** *Enhance quality of life, with commitment to the health of the community, by providing dependable wastewater collection, treatment and reuse in an environmentally friendly manner; maintaining safe and reliable recreational park facilities while providing a welcoming forum for active community participation and input.*

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Board of Directors:

Bill Bonini, President • Deborah Parrish, Vice President • Donna Clavaud

Peter MacLaird • Dru Fallon O'Neill



## **TVCSB Board of Director's Meeting Minutes**

**Date: Wednesday, March 9, 2016, 7 – 9 pm**

**Location: Tomales Town Hall, Tomales, California 94971     DRAFT**

**Board Members Present:** Bill Bonini, President; Deborah Parrish, Vice President; Donna Clavaud, Dru Fallon O'Neill, Peter MacLaird

**Board Members Absent:** None

**Also Present:** Jose Ortiz, TVCSB General Manager; Melinda Bell, TVCSB Treasurer; Cynthia Hammond, TVCSB Secretary; Venta Leon, Beth Koelker, Jim Lino, Shoreline Unified School District (SUSD) Trustee; Chick Petersen

### **I. Call To Order**

Bill Bonini called the meeting to order at 7:08 p.m.

**II. Open Communication** Time for community members and visitors to bring up items they wish to discuss and items that do not appear on the agenda. Added items will be included under Other Business.

Jim Lino, SUSD Trustee, mentioned SUSD's Chief Business Official, Bruce Abbott, wants to attend TVCSB FAC meetings. The second item Jim Lino mentioned was the original contract between TVCSB and SUSD. The current contract doesn't clarify the relationship between TVCSB and SUSD. Third item, Jim Lino read the final Matrix Report that suggests SUSD pay 34% of the District's cost (arbitrary at some degree). Metering SUSD waste would be expensive and challenging, however SUSD could be proactive and contribute to a capital improvement project. Monthly TVCSB BOD packets will be emailed to Jim Lino and Bruce Abbott.

### **III. Approval of March 9, 2016 TVCSB BOD Agenda**

Bill Bonini motioned to approve March 9, 2016 TVCSB BOD Agenda. M/S/U

### **IV. Approval of December 9, 2015 and February 10, 2016 Minutes**

Bill Bonini clarified that Steve Chase, not Steve Phillips, was present during the TV'ing of the sewer pipes. Jose Ortiz noticed the misspelling of his name on page 5, under Pending Business.

Dru Fallon O'Neill motioned to approve the December 9, 2015 minutes with the above corrections. Deborah Parrish seconded the motion. M/S/U

Bill Bonini motioned to approve the February 10, 2016 minutes without changes. Donna Clavaud seconded the motion. M/S/U

## **VI. Financial Report (Melinda Bell)**

### **a. Accept Check Registers and Approve Expenditures:**

Annual dues this month includes: CA Rural Water Association and Water Environment Federation.

At & T replaced jack and wiring for TVCSD phone system, now working fine. Sonic is the TVCSD's web hosting company.

Deborah Parrish motioned to approve the check register and approve expenditures. Donna Clavaud seconded the motion. M/S/U

### **b. Financial Manager's Report:**

Melinda Bell reviewed her financial report. PAC submitted its amended Measure A work plan and reported there is unearned revenue because grant money has yet to be spent, FAC and PAC will discuss this in the budget process. Also included in Melinda Bell's report was a three (3) year, Measure A history for PAC.

### **c. Review and Approve Financial Statements:**

Dru Fallon O'Neill motioned to approve the Financial Statements. Deborah Parrish seconded the motion. M/S/U

## **VII. General Manager's Report**

Jose Ortiz reviewed proposal from Phillips and Associates to purchase and install three (3) Nelson Big Guns 100 sprinkler heads for \$3,850. This is unscheduled work for Phillips and Associates.

Bill Bonini motioned to approve Phillips and Associates for unscheduled work to replace three (3) sprinkler heads for \$3,850. Dru Fallon O'Neill seconded the motion. M/S/U

Jose Ortiz is preparing an Asset Management Plan for TVCSD's five (5) year financial plan. Deborah Parrish requests that Jose Ortiz bring Asset Management Plan to FAC meeting so items may be budgeted.

Jose Ortiz is reviewing files, especially Telstar and SCADA system. SCADA manuals are outdated; Jose Ortiz is working with Phillips and Associates to provide web links for manuals as SCADA is being underutilized. Jose Ortiz will contact Telstar. Melinda Bell will provide summary of invoicing and contracts paid to Telstar.

Jose Ortiz spoke with Steve and Gary of Phillips and Associates regarding a list of unforeseen tasks. Deborah Parrish requested this be tabled to the FAC meeting.

O & M Manual from 2010 is copied from North Marin Water District with changes TVCSD is obligated to meet. Jose Ortiz spoke with Blair Allen at San Francisco Regional Water Quality Control Board and received an extension to submit the Annual Monitoring Plan on March 31, 2016. Jose Ortiz will prepare revised O & M Manual consistent with Water Discharge Requirements (WDR). O & M Manual needs to reflect what is being contracted for. Deborah Parrish stated that if the O & M Manual is inaccurate, the RFP is not accurate and wants to know when and how the RFP and the contract with Phillips and Associates will be revisited. Jose Ortiz will ask Phillips and Associates for a detailed report of services they provide and will request Phillips and Associates attend the May 11, TVCSD BOD meeting.

Bill Bonini said manuals and documents are inconsistent and out of date. Bill Bonini suggests Jose Ortiz choose priorities that include: getting the SCADA system running efficiently, reviewing when reports need to be submitted and updating the O & M Manual.

Jose Ortiz spoke with Kevin Wright, Measure A Coordinator, regarding Measure A Funds. Jose Ortiz requested TVCSD Board and Committee members submit a list of questions in advance to Jose Ortiz, Jose Ortiz will consolidate questions and will forward to Kevin Wright. The two (2) issues are: work plan and tracking systems for eligible costs.

Donna Clavaud motioned that Jose Ortiz consolidate a list of questions to send to Kevin Wright in preparation of April 13, 2016 TVCSD meeting. Dru Fallon O'Neill seconded the motion M/S/U

Jose Ortiz reviewed his 90-day kick-off period along with the Matrix recommendation of two (2) days per week. Jose Ortiz suggests budgeting thirty two (32) hours per month, which will allow for day-to-day management of the District. Scope of work is divided into three (3) areas:

- 1.) Routine Services
- 2.) Provide Administrative Support
- 3.) Sewer System Administration

Addendum #2 to Jose Ortiz's contract was reviewed. If there are certain reports and procedures that TVCSD BOD wants done, another addendum can be added. Deborah Parrish questioned where PAC fits into the Scope of Work. Jose Ortiz will add "Item #4" under Scope of Work that will include PAC.

Deborah Parrish motioned to approve Addendum # 2 to the Services Contract dated March 9, 2016 with the changes discussed, adding PAC Administration to the Scope of Work as Item #4. Dru Fallon O'Neill seconded the motion. M/S/U

## **VIII. Phillips & Associates Report**

### **a. Review reports for January 2016**

Steve Phillips of Phillips and Associates called Jose Ortiz to let him know the collection ditch filled in and wasn't draining properly, if water goes over the bank it would cause erosion. There is also an erosion problem along the concrete apron, adding rip-rap or fabric would help prevent erosion. Re-grading ditches also needs to be done. These items have been assessed and will be fine until the dry season or September.

There are false notifications from the lift station due to the SCADA system reporting incorrectly.

## **IX. Committee Reports**

### **a. Financial Advisory Committee (FAC)**

#### **1. Review approved February 24, 2016 minutes**

Donna Clavaud reported that FAC reviewed PAC rental agreement and rental contract. Rental fees and security deposits will be waived for memorial events for local residents. Certificates of Insurance will be required two (2) weeks prior to event.

#### **2. Review draft policies for Park Rental Policy/Contract and Committees Policy**

Item # 5 will state, "No smoking is allowed" instead of "No smoking allowed in the play areas". Remit contact information also needs to be changed.

Bill Bonini motioned to accept the new Park Rental Agreement with changes as noted above. Deborah Parrish seconded the motion. M/S/U

Deborah Parish requests the PAC Rental Agreement and Contract be included in the TVCSD Policy Manual.

Donna Clavaud reported FAC reviewed Policy Title: Committees of the TVCSD Board of Directors. FAC decided the PAC definition (4060.6) is vague and requires more specific definitions and duties. Bill Bonini will present to PAC asking PAC committee to provide more specified definitions and resubmit to TVCSD BOD for review & approval.

Donna Clavaud reported the Personal Policy is on going and FAC is presently reviewing template models for independent contractors.

Melinda Bell presented 2016/2017 budgets for sewer and PAC for the past four (4) years. Agenda for March 16, 2016 FAC meeting is to develop draft budgets.

### **b. Park Advisory Committee (PAC)**

#### **1. Review January and February minutes**

Bill Bonini reported that January 2016 minutes were resubmitted and approved. February minutes were reviewed.

#### **2. Review and approve 2015/2016 amended Measure A work plan**

Deborah Parrish questioned Measure A spending of \$3,000 for Project Manager in the Amended TVCSD Work Plan, Measure A 2015/2016. That line item is a question for Kevin Wright, Measure A Coordinator.

Jose Ortiz explained the earlier version of the Measure A Work Plan had proposed duties that would be done by the Project Manager but is really about Contract Administration. Duties weren't rewritten for the Project Manager and can be decided later. Charges can be attributed to Project Management so there aren't any questions later.

Dru Fallon O'Neill motioned to approve the Amended Measure A work Plan for 2015/2016.  
Donna Clavaud seconded the motion M/S/U

Bill Bonini reported that park plans, with corrections, are back at the County and permit should be issued within a week.

Park signs were reviewed. Jose Ortiz requested deleting District Administrator and inserting General Manager.

3. Review and approve PAC vote not to charge fees or deposits for memorial services  
See item # 2a under Financial Advisory Committee (FAC).

4. Brainstorm questions for Kevin Wright, Measure A Coordinator, for April 13, 2016 meeting.  
See paragraph # 7 under General Manager's report.

#### **X. Pending Business**

##### **a. Training updates/reminders**

###### **1. Brown Act Training**

Donna Clavaud, Dru Fallon O'Neill and Bill Bonini attended County Council Brown Act training. Included in the Board packet is the Power Point presentation. TVCSD Agenda now includes where Board materials on the agenda can be found (on the TVCSD website) and individuals who need special accommodations, according to ADA, who to contact (District office).

###### **2. Ethics**

Donna Clavaud reminded Board and staff that Ethics training is mandated.

###### **3. Sexual Harassment**

Donna Clavaud reminded Board and staff that Sexual Harassment training is mandated.

##### **b. Form 700 due**

Donna Clavaud requested form 700 form be submitted to Cynthia Hammond.

##### **c. TVCSD Organizational Flow Chart**

Deborah Parrish updated TVCSD Organizational Flow Chart by adding "Operations Management".

##### **d. Stipend timesheets due end of March**

Donna Clavaud reminded Directors to hand in their stipend timesheets.

##### **e. Bank signature authorization forms due**

Directors need to take copy of driver's license, fill out form and letter and bring to Bank of Marin.

#### **XI. Other Business**

None

#### **XII. New Business**

a. Proposed Spring 2016 Newsletter

Donna Clavaud reviewed proposal for Spring 2016 TVCSD Newsletter. Beth Koelker will volunteer her time designing newsletter. Newsletter will introduce new staff and Board Members, General Manager, PAC and FAC summaries, President, General Manager messages and a thank you to outgoing Board Members. Deadline for submission is March 21, 2016. Deborah Parrish requested an email to go out to PAC, Board packet recipients and other interested individuals who may want to submit articles.

Deborah Parrish questioned how many times a year it should go out (2,3,4), what is the cost, should the Board review it prior to mailing and should someone be paid to produce it. Bill Bonini requests this discussion to be added to April 13, 2016 agenda.

Dru Fallon O'Neill motioned to address the current newsletter, have a follow-up meeting and to go forward to discuss details. In order to get information out regarding Park clean up, Donna Clavaud and Beth Koelker will proceed with Spring 2016 Newsletter. Bill Bonini seconded the motion.  
M/S/U

**XIII. Correspondence**

None

**XIV. Adjournment**

Meeting adjourned, no objections.

**Meeting adjourned at 9:45**

**Next TVCSD BOD Meeting, April 13<sup>th</sup>, 7 pm at Tomales Town Hall**

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Approved by: President, Bill Bonini

Date:

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Attested by: Cynthia Hammond, Secretary

Date:

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		March Check Registers							
Date	Num	Name		Memo		Amount	Balance		
131.46 · Bank of Marin - Park Account							103,405.10		
03/03/2016		Henry Elfstrom				70.00	103,475.10		
03/06/2016		Henry Elfstrom				70.00	103,545.10		
03/08/2016				Park Reservation & Deposit		400.00	103,945.10		
03/08/2016	1124	Melinda K. Bell		6 hours February		-210.00	103,735.10		
03/14/2016	1125	PGE		7399820768-9 1/26-2/24 384 kwh		-80.99	103,654.11		
03/22/2016		Henry Elfstrom				70.00	103,724.11		
Total 131.46 · Bank of Marin - Park Account						319.01	103,724.11		
131.44 · Bank of Marin - Sewer							10,056.74		
03/03/2016	4174	Nelson Staffing				-428.14	9,628.60		
03/03/2016	TransfrPark			Park receivable deposited 2/4		-70.00	9,558.60		
03/03/2016	TransfrMonM			transfer operating funds		25,000.00	34,558.60		
03/08/2016	4175	Nelson Staffing				-489.30	34,069.30		
03/08/2016	4176	Phillips & Associates		March		-5,689.53	28,379.77		
03/08/2016	4177	Capital One Bank				-479.49	27,900.28		
03/08/2016	4178	Kristin Lawson		March-May		-300.00	27,600.28		
03/08/2016	4179	Melinda K. Bell		February non-Park 35.5 hours		-1,242.50	26,357.78		
03/08/2016	4180	PGE		8044736439-1		-76.12	26,281.66		
03/14/2016	4181	AT&T Uverse		145835838		-124.03	26,157.63		
03/14/2016	4182	Nelson Staffing		inv 6109433 4.5 hours 3/6/16		-157.28	26,000.35		
03/17/2016		Tomales Regional Histroy Center				126.00	26,126.35		
03/20/2016	4183	AT&T Uverse		138729848 3/11 - 4/10		-121.67	26,004.68		
03/20/2016	4184	Nelson Staffing		invoice 6111110801 4.75 hrs 3/9, 3/1		-166.01	25,838.67		
03/22/2016		Tomales Regional Histroy Center				63.00	25,901.67		
Total 131.44 · Bank of Marin - Sewer						15,844.93	25,901.67		
Park Income and Expenses				Jul '15 - Mar 16	Jul '14 - Mar 15	\$ Change	% Change		
Income									
311.00 · Interest Income				2.98	2.39	0.59	24.69%		
315.00 · Intergovernmental Revenues									
		315.60 · HOPTR		0.00	29.96	-29.96	-100.0%		
		315.70 · SB 90 Reimbursement		7,273.00	3,568.00	3,705.00	103.84%		
		315.80 · Measure A Funds		32,907.56	32,151.64	755.92	2.35%		
Total 315.00 · Intergovernmental Revenues				40,180.56	35,749.60	4,430.96	12.39%		
320.00 · Contributions Income									
		320.30 · Unrestricted		100.00	95.00	5.00	5.26%		
		320.00 · Contributions Income - Other		150.00	0.00	150.00	100.0%		
Total 320.00 · Contributions Income				250.00	95.00	155.00	163.16%		
322.00 · Park Use Rental									
		322.50 · Cleaning and Security Deposit		200.00	-600.00	800.00	133.33%		
		322.00 · Park Use Rental - Other		545.00	550.00	-5.00	-0.91%		
Total 322.00 · Park Use Rental				745.00	-50.00	795.00	1,590.0%		
322.60 · Water Tower PGE				630.00	630.00	0.00	0.0%		
323.00 · Founders' Day Committee				0.00	64.00	-64.00	-100.0%		
Total Income				41,808.54	36,490.99	5,317.55	14.57%		
Expense									
414.10 · Licenses and Permits				0.00	220.00	-220.00	-100.0%		
414.20 · Office Expense									
		414.21 · Postage and Delivery		0.00	9.72	-9.72	-100.0%		
		414.22 · Printing and Copies		0.00	50.22	-50.22	-100.0%		
Total 414.20 · Office Expense				0.00	59.94	-59.94	-100.0%		
		414.57 · Accounting		420.00	0.00	420.00	100.0%		
		414.74 · Park Maintenance		0.00	44.43	-44.43	-100.0%		
414.80 · Measure A									



## **Financial Manager's Report April 13, 2016**

### **Financial Reports**

The Park Income and Expense Statement shows income of this year's \$32,907.56 in Measure A funding, \$745 in park rental income and unusually high SB90 reimbursement of \$7,273. Expenses have been low this year and last, and the carryover funds are used in the 2016/2017 Work Plan and Budget. Also utilized in the 2016/2017 Work Plan and Budget is the \$25,000 in deferred revenue shown on the balance sheet. This is the Dean Witter and Board of Supervisors grants not yet spent for their intended purpose. If these are spent on the 2016/2017 projects as matching funds, the deferred revenue will become current year revenue and reduce the projected 2016/2017 deficit by \$25,000. The use of the prior year Measure A carryover provides the balance of the 2016/2017 funding as shown in the budget included in the packet.

The Sewer Income and Expense Statement shows a decrease in SUSD Services Charges this year, but by year-end, last year's accrued income was written down to \$66,763, lower than this year's amount. The County Service Charges and Levy 4 income was accrued monthly last year and are reported on a cash basis this year. The remainder of the funds will be received later this month. Sewer expenses are lower than last year by \$26,323 due to lower administrator's fees and consulting fees offset by higher bookkeeping, secretarial and computer repair costs.

### **Good Board Works**

Board members need to decide whether to continue Good Board Works. We paid \$60 monthly for 6 subscriptions in May, June and July. We have not paid anything since, but Deborah and Bill have continued to receive the materials. I would like to get every Board member's opinion on subscribing.

### **Policies**

Work is continuing on finalizing policies. In the PAC minutes in this packet is the revised draft of the roles and responsibilities of the PAC. The FAC will finalize the policy on the standing committees and bring it to the Board for approval when complete.

### **Payroll**

TVCS D will have payroll for the first time this month. I will write checks for the first quarterly Board stipends this month and report the payments in payroll tax returns in July. I will file state payroll tax returns this month with no payroll paid in the first quarter.

### **Beginning the 2016/2017 Budget**

In March the FAC and the PAC drafted budgets for Board approval, included in the packet. After Board review of the drafts, budget hearings will be scheduled, followed by Board adoption of the 2016/2017 budget. The PAC is presenting the 2016/2017 Measure A Work Plan for Board approval, also included in the packet.

Because of the backlog of work to be done and the additional year-end work, the hours spent this year on bookkeeping and secretarial work exceed the rate on which hours are budgeted for next year. Staff will need guidance from the Board to know whether to limit hours spent to those budgeted or continue working to complete more work.

# Balance Sheets 3/31/2016

				Mar 31, 16	Mar 31, 15	\$ Change	% Change
<b>ASSETS</b>							
			<b>PARK</b>				
			131.46 · Bank of Marin - Park Account	103,724.11	76,467.10	27,257.01	35.65%
			137.00 · Accounts Receivable	0.00	70.00	-70.00	-100.0%
			100.20 · Land and Land Rights	132,000.00	132,000.00	0.00	0.0%
			111.00 · Park Equipment				
			Original Cost	305,532.92	299,899.00	5,633.92	1.88%
			105.00 · Depreciation	-43,933.00	-36,433.00	-7,500.00	-20.59%
			Total 111.00 · Park Equipment	261,599.92	263,466.00	-1,866.08	-0.71%
			Total Fixed Assets	393,599.92	395,466.00	-1,866.08	-0.47%
			<b>TOTAL ASSETS</b>	<b>497,324.03</b>	<b>472,003.10</b>	<b>25,320.93</b>	<b>5.37%</b>
<b>LIABILITIES &amp; EQUITY</b>							
			<b>Liabilities</b>				
			222.00 · Accounta Payable	297.94	102.80	195.14	189.83%
			217.00 · Unearned Revenue	25,000.00	25,000.00	0.00	0.0%
			Total Current Liabilities	25,297.94	25,102.80	195.14	0.78%
			<b>Long Term Liabilities</b>				
			216.00 · Loan Payable - TVCSD Sewer	0.00	3,211.00	-3,211.00	-100.0%
			Total Long Term Liabilities	0.00	3,211.00	-3,211.00	-100.0%
			Total Liabilities	25,297.94	28,313.80	-3,015.86	-10.65%
			<b>Equity</b>				
			252.50 · Investment in Capital Assets	393,599.92	395,466.00	-1,866.08	-0.47%
			260.00 · Retained Earnings	40,670.58	17,233.69	23,436.89	136.0%
			Net Income	37,755.59	30,989.61	6,765.98	21.83%
			Total Equity	472,026.09	443,689.30	28,336.79	6.39%
			<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>497,324.03</b>	<b>472,003.10</b>	<b>25,320.93</b>	<b>5.37%</b>
<b>SEWER</b>							
<b>ASSETS</b>							
			131.31 · Redwood Credit Union	135,755.56	135,631.04	124.52	0.09%
			131.42 · Bank of Marin - Money Market	52,315.75	113,904.06	-61,588.31	-54.07%
			131.44 · Bank of Marin - Sewer	25,901.67	12,943.03	12,958.64	100.12%
			131.48 · Bank of Marin - Solar	22,068.08	14,504.67	7,563.41	52.15%
			Total 131.00 · Cash	236,041.06	276,982.80	-40,941.74	-14.78%
			137.00 · Accounts Receivable	0.00	53,194.64	-53,194.64	-100.0%
			138.00 · Receivable - TVCSD Park	0.00	3,211.00	-3,211.00	-100.0%
			<b>Fixed Assets</b>				
			100.00 · Property, Plant and Equipment	791,665.97	791,665.97	0.00	0.0%
			100.10 · Maps and Records	17,248.00	17,248.00	0.00	0.0%
			100.20 · Land and Land Rights	52,788.00	52,788.00	0.00	0.0%
			110.00 · Improvement Project	939,393.31	939,393.31	0.00	0.0%
			112.00 · Solar System	269,945.21	269,945.21	0.00	0.0%
			105.00 · Less Accumulated Depreciation	-500,216.01	-464,012.01	-36,204.00	-7.8%
			Total Fixed Assets	1,570,824.48	1,607,028.48	-36,204.00	-2.25%
			136.00 · SUSL Note Receivable	19,807.04	21,104.04	-1,297.00	-6.15%
			151.00 · CREBs Unamortized Issuance Cost	0.00	15,250.00	-15,250.00	-100.0%
			152.00 · Accumulated Amortization	0.00	-4,485.18	4,485.18	100.0%
			<b>TOTAL ASSETS</b>	<b>1,826,672.58</b>	<b>1,972,285.78</b>	<b>-145,613.20</b>	<b>-7.38%</b>
<b>LIABILITIES &amp; EQUITY</b>							
			<b>Liabilities</b>				
			222.00 · Accounts Payable	6,190.63	5,888.15	302.48	5.14%
			<b>Long Term Liabilities</b>				
			211.00 · SWRCB SRF Loan	154,749.88	174,841.36	-20,091.48	-11.49%
			215.00 · CREBS Bond	197,352.92	215,294.10	-17,941.18	-8.33%
			Total Long Term Liabilities	352,102.80	390,135.46	-38,032.66	-9.75%
			Total Liabilities	358,293.43	396,023.61	-37,730.18	-9.53%
			<b>Equity</b>				
			260.00 · Retained Earnings	1,274,279.74	1,322,730.23	-48,450.49	-3.66%
			261.00 · Sinking Fund - Debt Reserve	47,775.00	47,775.00	0.00	0.0%
			262.00 · Capital Improvement Reserve	42,758.97	45,394.00	-2,635.03	-5.81%
			263.00 · Emergency Reserve	33,982.00	33,982.00	0.00	0.0%
			264.00 · Operating Reserve	3,537.37	31,254.12	-27,716.75	-88.68%
			265.00 · Net Assets - Unrestricted	105,000.00	105,000.00	0.00	0.0%
			Net Income	-38,953.93	-9,873.18	-29,080.75	-294.54%
			Total Equity	1,468,379.15	1,576,262.17	-107,883.02	-6.84%
			<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,826,672.58</b>	<b>1,972,285.78</b>	<b>-145,613.20</b>	<b>-7.38%</b>

**TVCSD Sewer Enterprise**  
**Prev Year Comparison July 2015- March 2016**

				Jul '15 - Mar 16	Jul '14 - Mar 15	\$ Change
Income						
	301.00 · Service Charges					
	301.10 · Service Charges - Monthly			567.00	630.00	-63.00
	301.15 · Service Charges - Annual Fees			2,268.00	1,512.00	756.00
	301.20 · Service Charges - SUSD			68,464.78	99,048.00	-30,583.22
	301.30 · Service Charges - County			57,391.39	80,898.13	-23,506.74
	Total 301.00 · Service Charges			128,691.17	182,088.13	-53,396.96
	303.10 · Permit and Inspection Fees			250.00	0.00	250.00
	305.00 · SUSD Sinking Fund			8,062.00	8,062.00	0.00
	311.00 · Interest Income			1,466.70	1,463.48	3.22
	315.50 · Levy 4			866.42	3,943.43	-3,077.01
	315.00 · Intergovernmental Revenues - Other			2,515.00	0.71	2,514.29
	316.00 · CSI Solar Rebate			7,519.93	9,217.37	-1,697.44
Total Income				149,371.22	204,775.12	-55,403.90
Expense						
	410.00 · Sewage Collection			246.69	287.71	-41.02
	411.00 · Sewage Treatment			6,363.41	1,630.24	4,733.17
	412.00 · Sewage Disposal			243.49	987.47	-743.98
	414.05 · Administrator's Fees			32,360.00	60,786.00	-28,426.00
	414.22 · Licenses and Permits			1,346.50	1,326.50	20.00
		414.31 · Property & Liability Insurance		5,717.31	5,312.82	404.49
		414.33 · Worker's Comp Insurance		772.36	736.00	36.36
		414.35 · Health Insurance Allowance		400.00	3,600.00	-3,200.00
		414.41 · Postage and Delivery		302.25	51.38	250.87
		414.42 · Printing and Copies		0.00	140.23	-140.23
		414.43 · Office Supplies		448.79	1,433.57	-984.78
		414.44 · Sonic - Web Hosting		99.75	179.55	-79.80
		414.45 · Equipment Expense		196.50	293.19	-96.69
			414.467 · Board Training	60.00	0.00	60.00
			414.46 · Board Meeting Expense - Other	0.00	93.96	-93.96
		414.47 · Clerical/Bookkeeping		12,145.00	0.00	12,145.00
		414.48 · Office Rent		900.00	900.00	0.00
		414.49 · Secretary		4,630.28	80.56	4,549.72
		414.50 · O&M Contractual Services		49,760.48	47,843.56	1,916.92
		414.551 · Legal Fees		474.25	0.00	474.25
		414.552 · Accounting		4,750.00	4,500.00	250.00
		414.553 · Consulting		0.00	11,568.00	-11,568.00
		414.60 · Publication and Notices		0.00	905.00	-905.00
		414.62 · Dues and Subscriptions		1,531.65	1,429.94	101.71
		414.67 · Solar Lease Admin Fee		750.00	750.00	0.00
		414.68 · Solar Lease Agreement		17,941.18	17,941.18	0.00
		414.71 · Plant and Building Maintenance		0.00	909.69	-909.69
		414.72 · Computer Repairs		15,002.77	1,748.30	13,254.47
		414.73 · Equipment Repairs		0.00	1,125.00	-1,125.00
		414.76 · Collection System Maintenance		3,714.00	0.00	3,714.00
		Total 414.70 · Repairs and Maintenance		18,716.77	3,782.99	14,933.78
		414.81 · Travel		156.40	969.76	-813.36
		414.83 · Meetings and Seminars		0.00	1,402.28	-1,402.28
		414.90 · Telephone and Internet Services		2,292.53	1,799.26	493.27
		417.20 · Election Expense		289.00	0.00	289.00
		417.30 · LAFCO Charges		-115.50	0.00	-115.50
		417.00 · Other Operating Expenses - Other		-0.14	0.00	-0.14
	415.50 · Depreciation Expense			21,500.00	38,700.00	-17,200.00
	420.20 · Interest Expense - SRF Loan			4,046.20	4,853.15	-806.95
	423.10 · Contributions			0.00	364.00	-364.00
	Total 423.00 · Other Nonoperating Expenses			0.00	364.00	-364.00
Total Expense				188,325.15	214,648.30	-26,323.15
Net Income				-38,953.93	-9,873.18	-29,080.75

# GENERAL MANAGER'S REPORT

APRIL 13, 2016

## Coordination with Staff

- ❖ Reviewed April 13, 2016 agenda with Donna Clavaud, Cynthia Hammond, and Melinda Bell.
- ❖ After receiving direction from the Board to accept Phillips & Associates' proposal for replacing three sprinkler heads with Nelson Big Guns 100, coordinated with Steve Phillips to properly size the nozzles.
- ❖ Coordinated with Melinda Bell for submitting Form 700, Statement of Economic Interests to Mr. Dan Miller at the Department of Elections.
- ❖ Continued reviewing existing procedures, gathering and reviewing data and background reports, existing contracts and agreements, and regulatory requirements and self-monitoring reporting procedures.
- ❖ Attended Finance Advisory Committee meeting on March 16 to prepare draft FY 2016-17 budget for sewer district.
- ❖ Reviewed proposed FY 2016-17 work plan and budget prepared by PAC.

## New/Continuing Business

- ❖ Received email request for sewer connection as-built information from Mr. Alex Derbes. Marin LAFCO's annexation approval is due to expire on August 13, 2016.
- ❖ Forwarded Board agenda and a list of questions from the Park Advisory Committee to Kevin Wright at Marin County Parks Department. The questions pertain to Measure A funds and proposed work plan revisions.
- ❖ Received construction drawings and an application for a sewer connection from Mr. Scott Hochstrasser. He has requested time during the General Manager's Report to make a short presentation and to answer any questions regarding his project.
- ❖ Inventory District record information, drawings, and existing Operations and Maintenance Plans

## Next Month

### Report Preparation

- ❖ Submitted 2015 Annual Monitoring Report to Blair Allen at San Francisco Regional Water Quality Control Board and to Vanessa Zubskousky at the Department of Public Health.
- ❖ Prepare revised O&M Manual consistent with WDRs. Tentative submittal date is April 30, 2016.
- ❖ Begin preparation of asset management plan for inclusion into the District's five-year financial plan.
- ❖ Begin preparation of CSD standards and policies for sewer connections.

### District Coordination

- ❖ Conduct facility inspection and needs assessment with Phillips & Associates.
- ❖ Continue to define roles and responsibilities among GM, Administrative Support, and Finance Manager

### Miscellaneous

- ❖ Present to Board a detailed scope of services currently performed by P&A.

# SELF MONITORING REPORT

Date	INF (INFLUENT)				EFF-TR (Treatment Pond No. 3 Eff)										EFF-Flow		EFF-D (Discharge eff)	
	Daily (KGALS)	Weekly (KGALS)	BOD (mg/l)	TDS (mg/l)	Nitrate as N	Nitrite as N	TKN mg/L	Amonnonia N mg/L	Tot. Organic Nitrogen mg/l	TDS (mg/L)	BOD mg/l)	pH Units	D.O. (mg/l)	Temp ( C )	Daily (KGALS)	Weekly (KGALS)	Cl2 Tank Level (inches)	Coliform MPN/100
2/1/2016	25.0														0.0			
2/2/2016	22.0		280.0	490.0	8.2	<.04	7.1	<0.2	7.1	340.0	53.0				0.0			
2/3/2016	19.0														0.0			
2/4/2016	19.0														0.0			
2/5/2016	19.0														0.0			
2/6/2016	18.0														0.0			
2/7/2016	17.0	139.0													0.0	0.0		
2/8/2016	19.0														0.0			
2/9/2016	17.0									340.0	38.0				0.0			
2/10/2016	17.0														0.0			
2/11/2016	25.0														0.0			
2/12/2016	21.0														0.0			
2/13/2016	21.0														0.0			
2/14/2016	19.0	139.0													0.0	0.0		
2/15/2016	18.0														0.0			
2/16/2016	18.0									300.0	58.0				0.0			
2/17/2016	20.0														0.0			
2/18/2016	27.0														0.0			
2/19/2016	30.0														0.0			
2/20/2016	28.0														0.0			
2/21/2016	24.0	165.0													0.0	0.0		
2/22/2016	20.0														0.0			
2/23/2016	19.0									330.0	34.0				0.0			
2/24/2016	18.0														0.0			
2/25/2016	18.0														0.0			
2/26/2016	19.0														0.0			
2/27/2016	18.0														0.0			
2/28/2016	19.0	131.0													0.0	0.0		
2/29/2016	19.0														0.0			
															0.0			
															0.0			
															0.0			
Max	30.0	165.0	280.0	490.0	8.2	0.0	7.1	0.0	7.1	340.0	58.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Min	17.0	131.0	280.0	490.0	8.2	0.0	7.1	0.0	7.1	300.0	34.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Mean	20.4	143.5	280.0	490.0	8.2	#DIV/0!	7.1	#DIV/0!	7.1	327.5	45.8	#DIV/0!	#DIV/0!	#DIV/0!	0.0	0.0	#DIV/0!	#DIV/0!
Total	593.0														0.0			

# **FINANCIAL ADVISORY COMMITTEE MEETING MINUTES**

## **TOMALES VILLAGE COMMUNITY SERVICES DISTRICT**

WEDNESDAY, MARCH 16, 2016

**Present:** Melinda Bell, Chairperson; Deborah Parrish, Board member, Donna Clavaud, FAC Secretary/Board member; Venta Leon; Jose Ortiz, General Manager.

**Absent:** Chick Petersen

Melinda Bell convened the meeting at 6pm and Donna Clavaud recorded the minutes. This meeting is not the regular meeting date but due to scheduling conflicts was set for this date. There was a quorum to conduct business.

### **AGENDA**

#### **1. Prepare a Draft Sewer Budget for 2016-17:**

The committee focused on a sewer budget worksheet and reviewed line items from prior fiscal years to set estimated expenses for the upcoming year.

Melinda Bell noted that prior year budgets included a Transfer In line item from TVCSD financial reserves and counted it as Income. She noted that Reserves are not income but are savings. She stated that TVCSD has actually run a deficit every year and wonders how we intend to address this in the upcoming budget cycle. Full transparency of actual income and projected expenses will most likely show a deficit.

Other areas receiving considerable discussion included line items for Secretary and Financial Services, sewage treatment costs, and the issue of the CSI solar rebate possibly expiring.

Deborah Parrish requested a breakdown of sewer treatment expenses in order to better understand rising expenses. Jose Ortiz commented that lab costs for newly mandated regulations and more frequent pumping are increasing this line item significantly.

The CSI Solar Rebate may be expiring and this has offset our annual solar lease payments in prior years. We are researching the solar lease agreement to better understand the financial commitments we face.

Melinda Bell agreed to develop a draft sewer budget based on our progress to date.

FAC recommends that this draft sewer budget for 2016-17 be put on the Agenda for the April 13 Board meeting for review and consideration. She reported that PAC is also working to develop a draft Park Budget for 2016-17 and a Measure A Work Plan and will submit it for Board review at the April 13 meeting.

We agreed that at our next meeting we will focus on a draft narrative for both budgets. The meeting was adjourned at 7:15pm.

Approved on:

Signed by:

**TVCSD Sewer Enterprise  
First Draft 2016/2017 Budget**

					Jul '16 - Jun 17
Income					
	301.00 · Service Charges				
		301.10 · Service Charges - Monthly			756.00
		301.15 · Service Charges - Annual Fees			1,512.00
		301.20 · Service Charges - SUSD			69,613.00
		301.30 · Service Charges - County			
			301.35 · Solar Portion - County		7,680.00
			301.30 · Service Charges - County - Other		90,191.43
		Total 301.30 · Service Charges - County			97,871.43
		301.40 · Capital Improvement Component			4,420.00
	Total 301.00 · Service Charges				174,172.43
	305.00 · SUSD Sinking Fund				8,062.00
	311.00 · Interest Income				1,422.00
	315.00 · Intergovernmental Revenues				-
		315.50 · Levy 4			8,200.00
		315.00 · Intergovernmental Revenues - Other			-
	Total 315.00 · Intergovernmental Revenues				8,200.00
	316.00 · CSI Solar Rebate				-
	318.00 · Other Nonoperating Income				-
		318.30 · Transfer In			
Total Income					191,856.43
Expense					
	410.00 · Sewage Collection				375.00
	411.00 · Sewage Treatment				8,100.00
	412.00 · Sewage Disposal				336.00
	414.00 · Administration and General				-
		414.05 · Administrator's Fees			50,000.00
		414.22 · Licenses and Permits			1,346.00
		414.30 · Insurance			-
			414.31 · Property & Liability Insurance		6,000.00
			414.33 · Worker's Comp Insurance		500.00
	Total 414.30 · Insurance				6,500.00
	414.40 · Office Expense				-
			414.41 · Postage and Delivery		350.00
			414.42 · Printing and Copies		50.00
			414.43 · Office Supplies		380.00
			414.44 · Sonic - Web Hosting		250.00
			414.45 · Equipment Expense		250.00
			414.46 · Board Meeting Expense		-
			414.465 · Board Meber Stipend		6,000.00
			414.467 · Board Training		1,000.00
			414.468 · Board Meeting Expense - O		1,000.00
			414.466-Board Payroll Taxes		660.00
	Total 414.40 · Board Expense				8,660.00
			414.47 · Clerical/Bookkeeping		10,920.00
			414.48 · Office Rent		1,200.00
			414.49 · Secretary		7,276.00
			414.495 · Recruiting		-



**TVCSD Sewer Enterprise  
First Draft 2016/2017 Budget**

					<b>Jul '16 - Jun 17</b>
				<b>Total 414.40 · Office Expense</b>	29,336.00
				<b>414.50 · O&amp;M Contractual Services</b>	71,000.00
				<b>414.55 · Professional Fees</b>	
				414.551 · Legal Fees	1,000.00
				414.552 · Accounting	4,750.00
				414.553 · Consulting	2,000.00
				414.555 · Grant Writer	-
				<b>Total 414.55 · Professional Fees</b>	7,750.00
				414.61 · Newsletter Expense	360.00
				<b>414.62 · Dues and Subscriptions</b>	1,510.00
				<b>414.65 · Rents and Leases</b>	
				414.67 · Solar Lease Admin Fee	750.00
				414.68 · Solar Lease Agreement	17,941.18
				<b>Total 414.65 · Rents and Leases</b>	18,691.18
				<b>414.70 · Repairs and Maintenance</b>	
				414.71 · Plant and Building Maintenance	1,000.00
				414.72 · Computer Repairs	250.00
				414.73 · Equipment Repairs	1,150.00
				414.76 · Collection System Maintenance	5,000.00
				414.77 · Irrigation Field Maintenance	3,000.00
				414.78 · Solar Panel Maintenance	400.00
				<b>Total 414.70 · Repairs and Maintenance</b>	10,800.00
				<b>414.75 · New Equipment</b>	-
				<b>414.80 · Travel and Meetings</b>	
				414.81 · Travel	-
				414.83 · Meetings and Seminars	320.00
				<b>Total 414.80 · Travel and Meetings</b>	320.00
				<b>414.90 · Telephone and Internet Services</b>	2,640.00
				<b>414.95 · Miscellaneous Expenses</b>	-
				<b>Total 414.00 · Administration and General</b>	200,253.18
				<b>417.00 · Other Operating Expenses</b>	
				417.10 · Bank Service Charges	-
				417.20 · Election Expense	-
				417.30 · LAFCO Charges	124.00
				<b>Total 417.00 · Other Operating Expenses</b>	124.00
				<b>415.00 · Amortization Expense</b>	
				<b>415.50 · Depreciation Expense</b>	
				<b>420.20 · Interest Expense - SRF Loan</b>	4,371.00
				<b>423.00 · Other Nonoperating Expenses</b>	
				423.20 · Awards and Gifts	175.00
				<b>Total 423.00 · Other Nonoperating Expenses</b>	175.00
				<b>Total Expense</b>	213,734.18
				<b>Net Income</b>	-21,877.75



## **Work Plan**

### **Measure A City, Town, and Applicable Special District Program Proposed Expenditure of Measure A Funds for July 1, 2016 to June 30, 2017**

Timely and accurate completion of this report is a condition of receiving Measure A funds.

#### **Instructions:**

- This work plan must be completed by an authorized representative of the recipient.
  - Please complete this work plan, then scan and e-mail it to Kevin Wright, Marin County Parks External Affairs Coordinator (kwright@marincounty.org), by June 1, 2016.
  - Contact Mr. Wright by e-mail ([kwright@marincounty.org](mailto:kwright@marincounty.org)) or phone (415) 473-2129 if you have any questions, or if you have suggestions to improve this form.
  - Marin County Parks will review this plan within one month of its receipt to ensure that proposed expenditures are consistent with Marin County Ordinance 3586 (Measure A).
  - Recipients must provide Marin County Parks with 30-days prior notice of any project additions or substitutions that are proposed while a work plan is in effect.
  - Total actual project expenditures may not exceed recipient's actual Measure A funding for any given fiscal year, plus any balance remaining from previous years.
- 

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**A. Name of Recipient (city, town, or special district):** Tomales Village Community Services District

**B. Recipient's representative and contact information:** (Please print all information)

**Name:** \_\_\_\_\_ Melinda Bell \_\_\_\_\_  
(Print)

**Title:** \_\_\_\_\_ Financial Manager \_\_\_\_\_  
(Print)

**Address:** \_\_\_\_\_ P O Box 303 \_\_\_\_\_

**City, Zip:** \_\_\_\_\_ Tomales, CA 94971-0303 \_\_\_\_\_

**Phone:** \_\_\_\_\_ 707-878-2767 \_\_\_\_\_

**E-mail:** \_\_\_\_\_ melinda@tomalescsd.ca.gov \_\_\_\_\_

**C. Total estimated funds for Fiscal Year 2016-17:**

i. Estimated carry-over balance of recipient's Measure A funds from previous fiscal years	ii. Estimate of recipient's Measure A funds for FY 2016-17. (This information will be provided by Marin County Parks)	iii. Total estimated available funds for FY 16-17 (i + ii).
\$ 14,831	\$32,900	\$47,731

**D. Recipient's Measure A Work Plan for Fiscal Year 2016-17:**

<b>Name of work or project:</b>	<b>Primary purpose of work or project. Select only one from list below. **</b>	<b>Description. Be as specific as possible. Include numbers related to square footage of facilities, acreage, etc. If Measure A funds were used for maintenance, use numbers to indicate change from pre-Measure A conditions.</b>	<b>Amount of Measure A funds estimated to be used:</b>	<b>Source(s) and amount(s) of matching funds projected for use. If none, enter "0"</b>	<b>Total expenditures projected for work or project in current reporting year</b>
PG&E, Supplies, Services	Maintenance	Electricity, trash, bathroom, landscaping supplies	\$1,931	\$569	\$2,500
Play Surface	Construction		\$6,000		\$6,000
Picnic Table	Construction		\$1,300		\$1,300
Gazebo	Construction		\$17,000	\$25,000	\$42,000
Paths and Ramps	Construction		\$4,000		\$4,000
Project Manager	Construction		\$4,000	\$1,000	\$5,000
Financial Manager	Construction		\$1,000	\$500	\$1,500
Landscaping	Maintenance			\$100	\$100
Fence	Construction		\$12,000		\$12,000
Estimated Total			\$47,231	27,169	\$74,400

**\*\*Select work or project purpose only from the following menu:**

- a) Routine maintenance
- b) Renovation of existing recreational facility, including infrastructure (includes planning, environmental review, permitting, design development, etc.)
- c) Construction of new park or recreation facility (includes planning, environmental review, permitting, design development, etc.)
- d) Parkland acquisition
- e) Fuel reduction - all types of fuelbreaks, including primary, ridgeline, etc.
- f) Flashy fuel reduction (ROW, street ends, trail heads, etc.)
- g) Natural resource protection and restoration, and invasive plant control
- h) Maintaining vehicle access
- i) Sudden Oak Death
- j) Hazard tree removal
- k) Inventory and monitoring
- l) Wildlife management monitoring
- m) Vegetation and wildlife management - Other-

## E. Certification

I certify that the information contained herein is true and accurate, to the best of my knowledge.

---

Signature

---

Title

---

Print Name

---

Date

## Questions for Kevin Wright from the Park Advisory Committee

2/22/2016

1. The Park, under the sphere of influence of our CSD, has no dedicated funding aside from Measure A. How can we pay for needed support services using Measure A funding? Specifically, that would be services performed by the secretary, accountant, and general manager.
2. We are amending our 2015/2016 work plan. We will need a project manager for plans submitted to the County for the gazebo, water fountain and gate. Do we need an RFP for the project Manager?
3. We received our first Measure A disbursement in January 2014. The first reporting period was for April 2013 through June 2014. Unspent funds were carried over to fiscal 2014/2015. If Measure A has a 9-year life, barring any changes, does that mean that our last reporting period for expenditures will be July 2021 through March 2022? And barring any changes, would our last disbursement be July 2022?
4. What is the importance of matching funds in our work plan?
5. Because our Park has no dedicated funding source, could Measure A funds be used to hire a grant writer for the Park?
6. *Independent Auditor's Report on Compliance with Measure A Funds For the period from July 1, 2014 to June 30, 2015* states in item 3.B.g and h that Marin County has an administration cost limit of 5% of the Parks and Open Space Program's and Farmland Preservation Program's annual amounts. Are there corresponding percentages of their annual amounts for Special Districts' administrative costs in utilizing Measure A funds?
7. Ordinance No. 3586 became operative on April 1, 2013 and has a termination date to levy taxes after nine years, or April 1, 2022. This program's annual amount or its balance, may be accumulated, carried over, and accrued for expenditure in future years, not to exceed ten (10) years after the termination date of the sales tax increase. As a follow up to question 3, is it possible that disbursements could carry on well past July 2022?
8. How long after the last disbursement can a special district roll over unspent accrued funds? Does the ten years in question 7 apply to our district? Or do the funds have to be spent no later than ten years after the tax termination date?

Tomaes Park Committee meeting minutes		
Monday, March 21, 2016 Meeting began @ 6:35 pm		
Margaret Graham chaired the meeting.		
Walter Earle served as note taker.		
Present for meeting were: Walter Earle, Patty Oku, Melinda Bell, Bill Bonini and Beth Koelker. Absent: Brian Lamoreaux		
Agenda:		
Open Communication		
Review Minutes- does the process work Gazebo news?		
TVCS D Board and project manager		
Measure A 2016-2017 Plan and Budget- Action		
Produce PAC policy for role and responsibilities		
Organize Volunteer in the Park Day, April 16		
Donation sign on Bathrooms		
Park signs for contact numbers		
Agenda Item	Discussion	Action
Open Communication	.	
Review Jan. Minutes	Will approve minutes and discuss format at the next meeting	
Gazebo news	Bill contacted Marin County. Plans have been signed off by building and are back in Land Development. Kevin Wright from Marin County Measure A may be at the TVCS D Board Meeting in April. Nathan (possible contractor for ramps and Gazebo) isn't communicating. David has 3 possible contacts for concrete work. We will need a project manager and prime contractor.	We're asking the Board to contact SDRMA about the frequency of safety inspections for the park.
Measure A 2016-2017 Plan and Budget- Action for Board Approval	Measure A Work Sheet and Budget.  Add in fence replacement on north side of park. \$12,000 installed. Bill will contact Supervisor Kinsey with regard to a matching grant. Remove Barbecue , add 2 additional picnic tables, \$1300 Project manager \$5,000 Financial management \$1500 Total expenditures: 7/2016-6/2017- \$74,400	Passed Unanimous. Patty/ Bill
Produce Pac Policy for roles and responsibilities.	4060.6 The Board's standing Park Advisory Committee shall: 4060.6.1 Develop and post agendas for Park Advisory Committee meetings 4060.6.2 Record minutes and send to TVCS D Board members 4060.6.3 Schedule and run volunteer days 4060.6.4 Oversee maintenance of the Park including bathrooms and grounds 4060.6.5 Propose and develop Measure A projects 4060.6.6 Develop Measure A Work Plan 4060.6.7 Work with TVCS D financial manager on developing Park and Measure A budgets 4060.6.8 Oversee rentals of the Park	Submitted to Board for approval
Organize Volunteer in the Park Day, April 16	Beth will print and post signs and submit a bill for ink. David and Bill will make a list of repair jobs. Walter & Margaret will make a list of landscape jobs. David and Nicole will provide lunch for 20 volunteers.	
Donation sign on Bathrooms	No changes or news to report.	
Park signs for contact numbers	Brian will report at the next meeting	
Meeting adjured at 8:03pm.		
Minutes arproved by:		
Date:		

# Park Budget 2016/2017 - First Draft

			<b>Jul '16 - Jun 17</b>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
311.00	· Interest Income		3
315.00	· Intergovernmental Revenues		
	315.75 · Measure A Prior Year Carryover		
	315.80 · Measure A Funds		32,900
	315.85 · Advanced Measure A Funds		
<b>Total 315.00 · Intergovernmental Revenues</b>			<b>32,900</b>
320.00	· Contributions Income		
	320.20 · Restricted		
	320.25 · Prior Year Carryover		
	320.20 · Restricted - Other		100
<b>Total 320.20 · Restricted</b>			<b>100</b>
	320.30 · Unrestricted		
	320.35 · Prior Year Carryover		
	320.30 · Unrestricted - Other		300
<b>Total 320.30 · Unrestricted</b>			<b>300</b>
<b>Total 322.00 · Park Use Rental</b>			<b>550</b>
322.60	· Water Tower PGE		840
340.00	· Grants		
	340.10 · Board of Supervisors		0
	340.20 · Dean Witter Foundation		0
<b>Total 340.00 · Grants</b>			<b>0</b>
<b>Total Income</b>			<b>34,693</b>
<b>Expense</b>			
414.80	· Measure A		
	414.81 · Measure A Project Expenses		40,300
	414.82 · Measure A Maintenance Expenses		621
	414.83 · PGE Park		1,310
	414.85 · Matching Project Funds		32,169
<b>Total 414.80 · Measure A</b>			<b>74,400</b>
430.00	· Miscellaneous		0
<b>Total Expense</b>			<b>74,400</b>
<b>Net Ordinary Income</b>			<b>-39,707</b>
<b>Use of Prior Year Measure A Funds</b>			<b>14,831</b>
<b>Use of Dean Witter and Board of Supervisors Funds</b>			<b>25,000</b>
<b>Results for 2016/2017 after Use of Carryovers</b>			<b>124</b>



## **BOARD OF DIRECTORS COMMITMENT TO GOOD SERVICE**

As a volunteer Board Member of the Tomales Village Community Services District (TVCS D), I agree to the following commitments while serving the District:

- To place the community's best interests above my own; to sustain an attitude that positively promotes the goals and interests of the District; and in general, to forego personal interests when making decisions as a Board Member.
- To engage in lawful acts to the best of my ability, understanding that Board Members are expected to comply with the governing documents of the District and the law. This includes doing my best to become more familiar with legalities of the BOD's decisions, and to join with the BOD in seeking resources of information including any professional assistance when needed.
- To maintain a high standard of conduct that is above reproach and to avoid any appearance of impropriety.
- To support fellow Board Members in as much as they are also volunteering their time; practice civility in discussion of Board issues – criticize ideas, not the people advancing ideas.
- To accept the BOD's decisions in choosing outside vendors and to take direction from the BOD at all times and respect the processes chosen and the appointed contact point-person to communicate with the outside vendors.
- To demonstrate mutual respect for fellow Board Members and Members of the Community at all times, even at times when I disagree with BOD decisions, and to respect the decisions made by a majority of the BOD as I understand there may not be unanimous support for every action taken.
- To attend and participate in all meetings and communications to the best of my ability to be present, to come to all meetings prepared to participate, and to become familiar with the agenda and any materials distributed ahead of time to Board Members beforehand.
- To listen, discuss and provide thoughtful input and participate on matters that come before the BOD and the membership.
- To the extent email is used as one means of board communication, to refrain from having unprofessional, unkind, attacking, or accusatory communications with Directors, vendors, contractors, community members. I will keep all email communications brief and to the point.
- To maintain confidentiality with respect to all BOD "closed session" meetings, discussions, and communications.

- To allow the Chair of meetings to do so, and to allow fellow Board Members a reasonable opportunity to speak on matters without interruption, threats or harassment.
- To respect parliamentary procedure at all meetings, to refrain from speaking out of turn, to avoid unnecessary or unproductive verbal sparring (participating in a business-like manner instead), to keep my temper, and to excuse myself if I cannot maintain this respect.
- To act as a fiduciary (trustee) of the District in financial matters and decisions that may have material effect and to do my best to ensure that the District, the properties and the finances are well managed and fiscally well protected.
- To resign from the Board if I find I cannot maintain this Testament to service.

Dated: \_\_\_\_\_

Signed \_\_\_\_\_